

From: s 22(1)(a)(ii)
To: [Protocol Administration](#)
Subject: GoG PM of Solomon Islands - hotel in Canberra [SEC=OFFICIAL]
Date: Monday, 22 July 2024 1:48:01 PM

OFFICIAL

Good afternoon

For the GoG visit by the Prime Minister of Solomon Islands, the Hyatt Hotel Canberra was chosen as it meets the complex and unique needs of Guest of Government visits, driven by the needs of delegation and AFP. The Hyatt Hotel Canberra is a trusted and experienced supplier with a proven record in ensuring the required standard of delivery for a Guest of Government visit. As part of the Guest of Government guidelines, preference is to use 5 star hotels which the Hyatt Hotel Canberra is the only one in Canberra.

Choice of a hotel with a proven record of delivery at the standards required by visiting dignitaries and delegations enhances the international reputation of Australia as a host of foreign dignitaries.

Thanks

s 22(1)(a)(ii)

Senior Protocol Officer
Protocol and International Visits Branch

Department of the Prime Minister and Cabinet

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
To: s 47F
Cc: s 22(1)(a)(ii)
Subject: RE: Potential GoG in June [SEC=OFFICIAL:Sensitive]
Date: Friday, 21 June 2024 12:01:00 AM
Attachments: [image001.jpg](#)
[image002.gif](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.png](#)

OFFICIAL: Sensitive

Hi s 47F

We've had some further updates today with Madam and a couple of officials no longer travelling.

The Solomon Islands advised that there may be more delegation changes – we will hopefully receive tomorrow. So today's update to the room requirements are:

- Presidential Suite for PM – pre-reg on 24 June
- Park Suites for 2 x Ministers
- Rooms for s 47E(c), s 47E(d)

Rooms for Australian officials are:

- 1 x Australian High Commissioner

s 47E(c), s 47E(d)

The High Commission do not require any rooms.

s 22(1)(a)(ii)

From: s 47F @hyatt.com>
Sent: Thursday, 20 June 2024 9:27 AM
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 22(1)(a)(ii) @pmc.gov.au>
Subject: RE: Potential GoG in June [SEC=OFFICIAL:Sensitive]

Hi s 22(1)(a)(ii)

Thank you for the update. We will revise the booking based on the below.

We look forward to receiving the delegation names. I am hoping to take tomorrow off however will still be available if required.

Thank you and regards

s 47F

Hyatt Hotel Canberra - A Park Hyatt Hotel
120 Commonwealth Ave, Yarralumla, ACT 2600, Australia

s 47F
s 47F @hyatt.com
canberra.park.hyatt.com

cid:image003.jpg@01DA6E27.37F4F030

From: [REDACTED] s 22(1)(a)(ii) <[REDACTED]@pmc.gov.au>
Sent: Wednesday, June 19, 2024 10:12 PM
To: [REDACTED] s 47F <[REDACTED]@hyatt.com>
Cc: [REDACTED] s 22(1)(a)(ii) <[REDACTED]@pmc.gov.au>
Subject: RE: Potential GoG in June [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi [REDACTED] s 47F

The booking is for the Honourable Jeremiah Manele, Prime Minister of Solomon Islands, and Madam Jocelyn Manele.

Dates for Canberra remain the same - Tuesday 25 to Thursday 27 June 2024, however we will need to pre-register the Presidential Suite for Monday 24 June to enable AFP to do their thing prior to arrival.

Aircraft scheduled to arrive around 1.00 pm however they are likely to go straight into program arriving at the Hyatt approx. 3.50pm. We are waiting advice if Madam will accompany or head straight to Hyatt.

Departure from Hyatt is scheduled for 10.00am on Thursday.

Rooms required based on a delegation list provided last night are:

- Presidential Suite for PM and Madam
- Park Suites for 2 x Ministers
- Rooms for [REDACTED] s 47E(c), s 47E(d)

We are seeking advice if the High Commission require 2 x rooms.

Rooms for Australian officials are:

- Room for Australian High Commissioner
- Rooms for [REDACTED] s 47E(c), s 47E(d)

We will get accommodation letter and requirements to you in the next couple of days.

Hope this helps.

[REDACTED] s 22(1)(a)(ii)

From: [REDACTED] s 22(1)(a)(ii)
Sent: Thursday, 13 June 2024 5:25 PM
To: [REDACTED] s 47F <[REDACTED]@hyatt.com>
Cc: [REDACTED] s 22(1)(a)(ii) <[REDACTED]@pmc.gov.au>
Subject: RE: Potential GoG in June [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi

We received confirmation today that the visit will be in Canberra from Tuesday 25 to Thursday 27 June 2024.

Not sure of arrival time yet – could be around lunchtime. Departure should be mid-morning.

Initial advice on delegation is:

- PM and Madam
- 4 Ministers – to be confirmed if DFAT may cover their costs so may not be suites
- 10 officials

Will also need usual rooms for Australian High Commissioner and AFP.

Will let you know more as information comes to hand.

Thanks

s 22(1)(a)(ii)

From: s 47F @hyatt.com>
Sent: Tuesday, 4 June 2024 11:14 AM
To: s 22(1)(a)(ii) @pmc.gov.au>
Subject: RE: Potential GoG in June [SEC=OFFICIAL:Sensitive]

Hi s 22(1)(a)(ii)

Thank you for your email. We have space available on the requested dates, the rates would be as follows:

- 1 x Presidential suite
- 3 x Park suites
- 3 x Balcony rooms
- 13 x rooms

s 47G(1)(a)

The above rates include breakfast for one. We have the rooms available, has there been any update with the exact dates as yet?

Thank you

s 47F

Hyatt Hotel Canberra - A Park Hyatt Hotel
120 Commonwealth Ave, Yarralumla, ACT 2600, Australia
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canberra.park.hyatt.com



From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Monday, June 03, 2024 12:42 PM
To: s 47F @hyatt.com>
Subject: Potential GoG in June [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 47F

We have a potential GoG visit from 24-27 June (exact dates to be confirmed). Would you please book and advise room rates for:

- Presidential Suite
- 3 x Park Suites
- 11 x rooms for delegation around Presidential suite
- s 47E(c), s 47E(d) around the Presidential suite

We'll let you know once the dates are confirmed and we get an indication of the delegation size.

Thanks

s 22(1)(a)(ii)

Senior Protocol Officer

Protocol and International Visits Branch | Ministerial Support Division
Department of the Prime Minister and Cabinet

s 22(1)(a)(ii)

Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. [s 22\(1\)\(a\)\(ii\)@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au) | w.pmc.gov.au



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 Australia
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 Email: canberra.park@hyatt.com

Protocol and International Visits (PIV)
 Australia

Room 9144
 Persons 0
 Arrival 24 JUN 24
 Departure 30 JUN 24
 Printed 27 JUN 24

TAX INVOICE

Page 1 of 1

GUEST NAME Accommodation Bookin,

Caller / PO

DATE	DESCRIPTION	CHARGES/CREDITS
24 JUN 24	Accommodation Manele Jeremiah #0412=>Accommodati	s 47G(1)(a)
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Ro	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0409	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	
25 JUN 24	Accommodation Routed From Manele Jeremiah Of Room #	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0413	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	
25 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	
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26 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0409	
26 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	
26 JUN 24	Accommodation Routed From Manele Jeremiah Of Room #	
26 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0413	
26 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	
26 JUN 24	Accommodation Routed From s 33(a)(iii) Of Room #0	

World of Hyatt Summary

Total net of Tax
 GST 10%
 Total including Tax
 <-> Indicates non-taxable supply
 Balance Due 21,915.00 AUD

No Membership to be credited.

Join World of Hyatt today and start earning points for stays, dining and more.
 Visit worldofhyatt.com.

Summary invoice, please see front desk for eligibility details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Signature _____